

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC)

DATABASE SYSTEM

USERS GUIDE

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INTRODUCTION

Purpose

The purpose of the Automated Reporting and Tracking System for the Interstate Compact on the Placement of Children (ICPC) is to track the paperwork for home studies and placements for all children entering or leaving a State for foster care or adoptive care. The intended user of the system is a State's ICPC office. The system is not complex, but the user will probably need support from technical staff to perform backups and periodic maintenance.

This Users Guide presents the key information necessary for installation and operation of the ICPC system. It is assumed that the end user is an ICPC administrator who is already familiar with ICPC operations, and who would like to use this automated system to support existing operations. The information presented here can assist such a user or the State's technical support staff in maintaining the system as it currently exists or tailoring the system to meet any of the State's particular needs not included in the basic system.

Scope

The ICPC system is designed to be easy to learn, easy to use, and easy to maintain. The system handles most of the tracking functions needed by a State ICPC office. In addition to maintaining a history of home study requests and the children and their placements, the system tracks all transmittal letters received and sent for each child. The system alerts the user if a specific case has overdue reports, and provides the user with the option of printing transmittal letters for overdue reports. Options include both printing hardcopy and mailing electronically. The system can also generate summary reports on incoming and outgoing cases (100-C and 100-D reports) on a quarterly basis or for any other time period.

Background

In 1999, APHSA received a three-year grant from the Children's Bureau to accomplish the following:

facilitate, expedite, and improve Compact implementation. The overall goal of the project is to eliminate barriers to assure that children awaiting interstate placement can be placed safely in a timely manner by (1) recommending changes in State policies, laws and procedures to achieve greater uniformity; (2) developing and implementing training and written and electronic educational materials for Compact administrators, agency staff, judicial and legal personnel and parents in order to increase their knowledge of the Compact and its utilization; and (3) by developing and making available to the States computerized tracking systems and guidance in adequate staffing of ICPC offices. (Proposal, p. 16)

The project's Objective #4 further defined the work to be done in the automation arena:

To develop a number of tools to assist the administrative staff of member State agencies to provide efficient and effective processing of interstate placements, including, but not limited to, computerized tracking systems and recommendations for office staffing. (Proposal, p. 23).

In support of that objective, APHSA engaged a consultant who recommended that APHSA select an existing State ICPC system, develop any missing but important pieces needed to make that system suit ICPC's general needs, and make that system available to other States as soon as possible.

The Information and Technology Committee of the Association of Administrators of the ICPC selected Indiana's system as the baseline for adaptation for wider use. Over a six-week period in 2000, the baseline Access 97 system was modified in several respects, then thoroughly tested and documented for use by other States. In 2001, after two States used the system as a pilot test, another set of system revisions was implemented. Developed in 2002, the current version reflects recent changes in some ICPC reports and procedures. The documentation of the latest version of the ICPC system includes online documentation within the application and this stand-alone Users Guide.

Acknowledgements

The ICPC baseline system was modified for general use under a grant from the federal Department of Health and Human Services, Administration for Children, Youth, and Families, Children's Bureau Grant Number 90C00898.

APHSA wishes to thank officials of the State of Indiana's Division of Families and Children in the Family and Social Services Administration for developing the baseline system that existed in 2000: James M. Hmurovich, Director; and Nancy Ingle, Deputy Compact Administrator.

SECTION 1 INSTALLING THE ICPC SYSTEM

1.1 System Overview

Originally developed in Microsoft's Access 97, the ICPC system is about five megabytes in size. It is a stand-alone system, with no automated interfaces to other systems. The primary feature of the system is the case screen, which contains all of the basic information for one case record. The case is named for the primary child in the case, and most of the data apply to the primary child. Siblings are shown on a table at the bottom of the case screen. The other case data can be accessed from buttons on the case screen.

The system includes 23 tables: Five contain case data linked by case number; and 18 contain reference data that are used in drop-down lists, reports, and other functions that are independent of specific cases.

The system produces several types of reports, but the most often used are the transmittal letters (14 types) and the reports of overdue home studies, 100Bs, and progress reports. The user can also generate summary reports of incoming and outgoing cases on the Forms 100-C and 100-D.

The ICPC database system is designed to operate under the following configuration:

Hardware

- 200 MHz processor
- 16 RAM
- 2 MB Video RAM
- 8 MB Hard Drive

Software

- Windows 95/NT **OR** Office 97 **OR** Office 2000
- Microsoft Access 97 or Access 2000 with the following Access reference libraries enabled:
 - Visual Basic for Applications
 - Microsoft Access 8.0 Object Library
 - Microsoft DAO 3.51 Object Library **OR** Microsoft DAO 2.5/3.5 Compatibility Library **OR** for Access 2000 Microsoft DAO 3.6 Object Library can be used
 - OLE Automation
 - Visual Basic for Applications Extensibility

Display Resolution

- 800 x 600

Important Notes for Installation:

1. Missing Library Error

Often a new user does not initially have all of the reference libraries enabled, and receives an error message about missing libraries when the user first tries to run the ICPC application. To enable the proper libraries, follow the steps below:

1. Open ICPC in development mode by holding the Shift Key down while opening the database
2. Click on the tab "Modules"
3. Open the first module (really any one of them).
4. On the menu bar, select "Tools"/"References". A list of included libraries will be displayed. For Access 97 Microsoft DAO 2.5/3.5 Compatibility Library will be checked and for Access 2000 Microsoft DAO 3.6 Object Library will be checked, but may have the following indication next to it "(Missing)". If so, continue to next step.
5. Uncheck the missing Library.
6. Scroll to find the list of Microsoft DAO Libraries that do exist.
7. Check one of the other Microsoft DAO Libraries (the highest number you see).
8. Click "OK".
9. Close ICPC and rerun.

2. Read-Only Error

When a CD is created, the files on the CD are automatically write-protected, which means that when a user tries to change data, the user receives a message that the files are read-only. The protection serves to preserve the CD as a master copy of the application. The user needs to remove the read-only protection from the copies of the files after they are installed on the PC or server.

After the database files have been copied from the CD to the PC/Server follow these steps:

1. Go to Windows Explorer
2. Select all the .mdb files (ICPC_BE(Test).MDB, ICPC_BE.MDB, ICPC_FE.MDB)
3. Right Click
4. Choose Properties
5. Uncheck Read-Only

1.2 Multi-User Installation

The ICPC system may be installed on a network drive. If your site has a network installation, ask the IT Administrator to assist in this installation process.

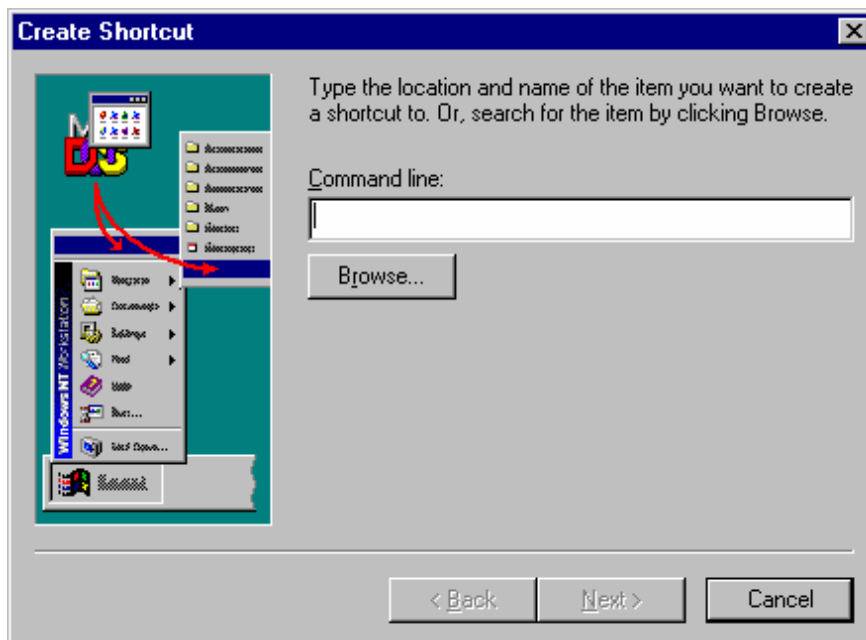
Steps to follow (Multi-User):

Copy Files.

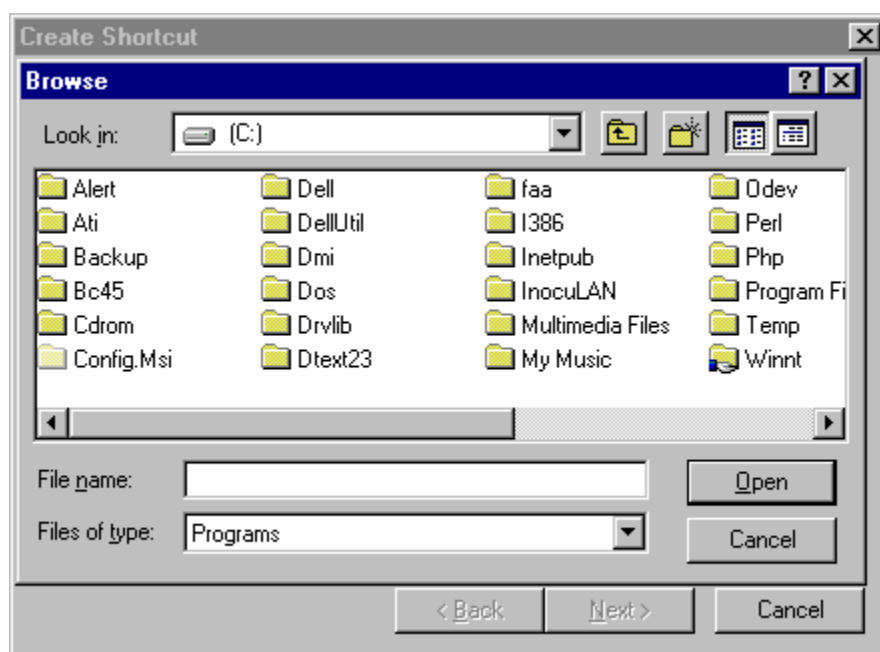
- Determine a suitable location for the ICPC system on the network. The location should allow for a minimum of 8 MB of hard drive space.
- Create a new directory on the network drive called ICPC DB.
- Insert the CD-ROM into your CD-ROM drive.
- Copy all of the files from the CD-ROM to the new folder on the network drive.

Create a shortcut on the desktop.

- Right click on the desktop and select shortcut
- The following box will appear



Click Browse



Locate the file ICPC_fe on the Server in the ICPC folder.

- Click Open > Next
- Name the shortcut ICPC
- Click Finished

Link the application to a data source.

- Double-click on ICPC icon while holding the Shift key until the database begins
- Select Tools->Add-ins->Linked Table Manager
- Click the button Select All
- Click on the check box at the bottom of the screen Always prompt for new location
- Click OK . You will be prompted for the location of the new database.
- Select location of data set and select data set. Highlight the appropriate data set:

ICPC_be.mdb for basic database with no cases OR
ICPC_be(test).mdb for basic database loaded with 50 test cases

- Click OK .

[NOTE: This is the "back end" (be) of the application]

The database will link itself to the dataset.

1.3 Single-User Installation

- Insure your hard drive has ample hard drive space minimum of 8 MB of storage.
- Create a new folder on your hard drive, usually C:, and name it ICPC DB
- Insert the CD-ROM into your CD-ROM drive.
- Copy all of the files from the CD-ROM to the ICPC DB directory
- Follow the multi-user directions starting from Create a shortcut on the desktop and Link the application to a data source

1.4 Installing from Floppy Disks

The ICPC system is also provided on floppy disks. Each floppy contains a portion of the ICPC system. You will need Winzip version 6.3 or higher (version 8 is recommended) to complete this process.

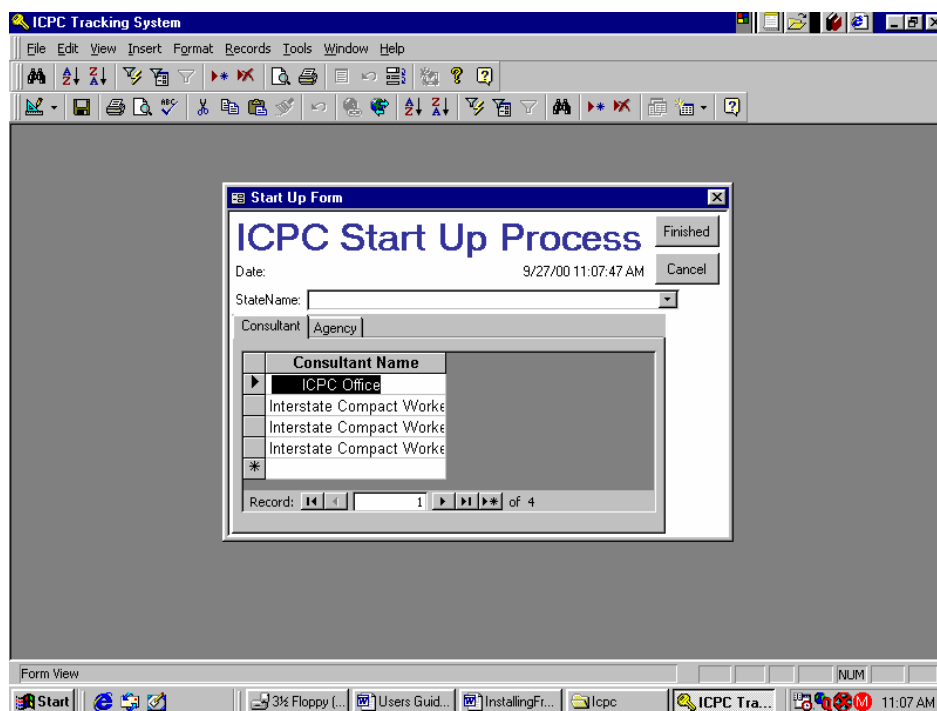
Steps to follow to install the system:

1. Create a directory on your hard drive (normally C:\) called ICPC DB
2. Insert Disk 1 into your floppy drive.
3. Double-click on the file called ICPC_fe.zip
4. Assuming Classic viewing, you should see the file ICPC_fe.mdb
5. Click the button on the menu bar Extract
6. You will be prompted for the location to extract the file. Select the newly created folder ICPC DB
7. Click Open/Extract

After you have installed all files from all disks, follow the procedures in Sections 1.2 and 1.3.

1.5 Tailoring the System

When the application is started for the first time, the following screen pops up:



The user can then enter three types of information to tailor the system for use in the user's State:

1. Select the State name from the drop-down list in the first field on the screen.
2. Use the tab labeled **Consultants** to fill the Consultants table by entering the names of the ICPC workers for printing in transmittal letters.
3. Use the tab labeled **Agency** to fill the Agency table with the names and addresses of in-state sending and receiving agencies, such as county child welfare offices. Those too are used in transmittals and in dropdown lists on the case screen. The Agency table already has the names of all State ICPC offices.

To finish, click on the command button labeled **Finish**; to cancel without saving, click on **Cancel**.

Special Note:

If you have already started using the system and want to get to the Startup screen, take the following steps:

- *Open the application as usual*
- *Press the F11 button on your keyboard*
- *Click on the "Forms" tab*
- *Double click on the form named "frmStartUp"*
- *The system displays the same form shown on page 8 of the Users Guide.*
- *Follow the instructions for using that screen.*

NOTE: The list of agencies already has the names of the ICPC offices in other States. Those names should not be changed. The 100-C and 100-D forms depend on those out-of-state names in order to run properly.

SECTION 2

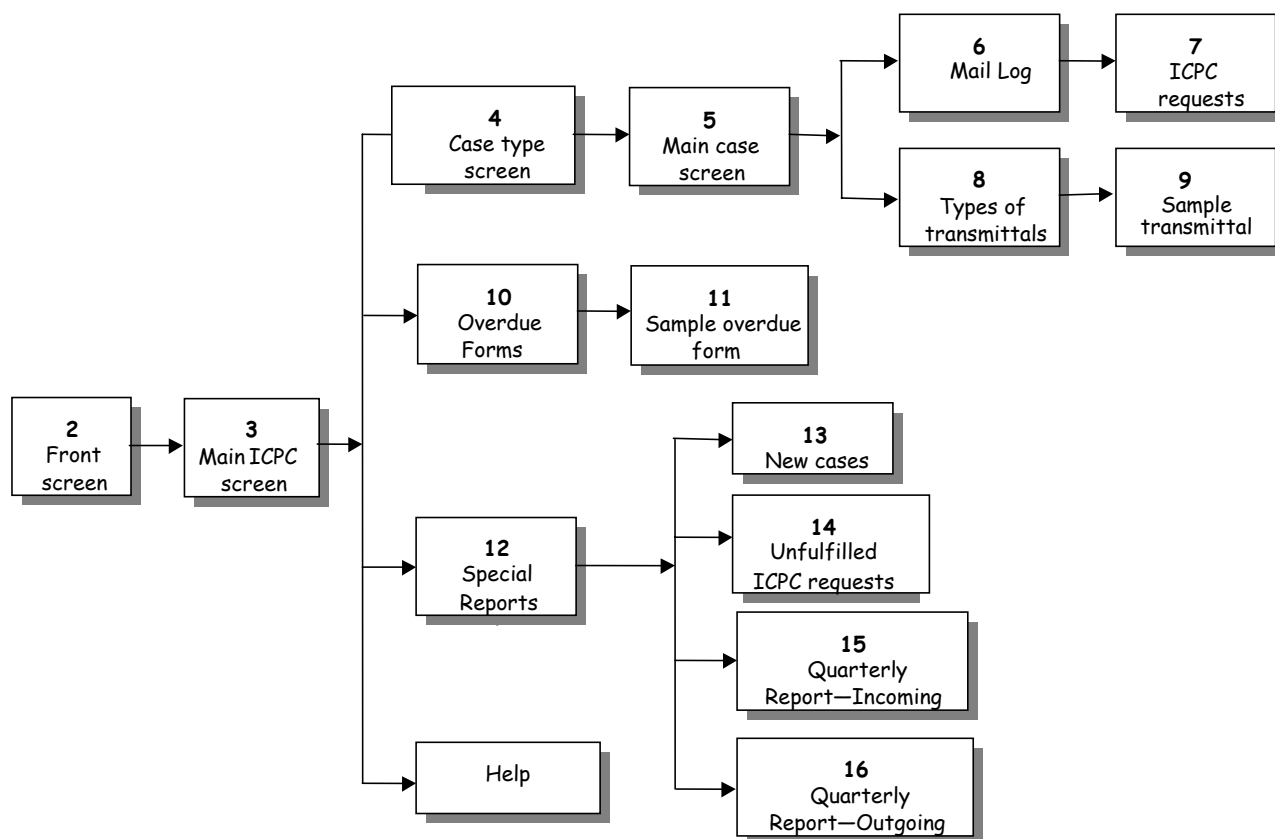
SYSTEM DOCUMENTATION

2.1 Screens and Reports

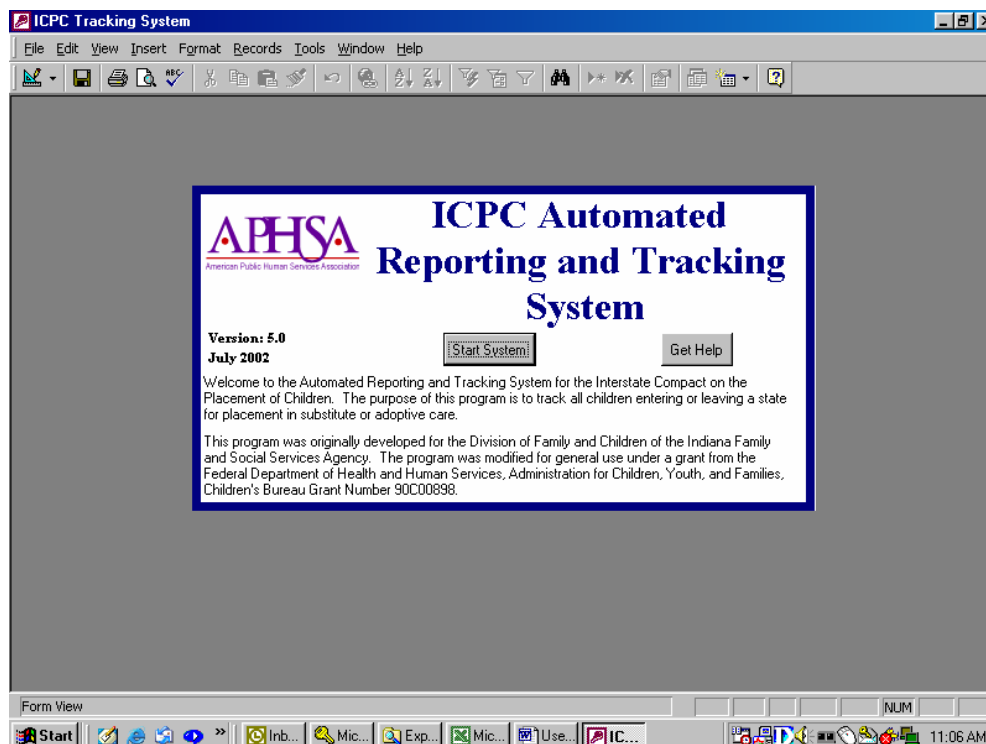
This section shows the major screens and reports that system users see as they navigate through the system. The overall navigation flow is depicted on the next page. The pages that follow the navigation flow diagram show the contents of each of the screens and reports, and are keyed to the same numbers as the boxes on the navigation flow diagram. A list of the screens and reports, also keyed to the numbers on the diagram, is provided below.

Box Number	Screen/Report Name	Description
2	Front screen	Shown only once per session, when user first enters ICPC Database System.
3	Main ICPC screen	User can choose: <ul style="list-style-type: none"> Work on cases and transmittals List overdue forms (100Bs, home studies, and progress reports) Generate reports (List of new cases, unfulfilled ICPC requests, quarterly reports [100-C and D]) Access Help function Exit the database system
4	Case type screen	User can choose to access: <ul style="list-style-type: none"> All cases Active cases only Priority cases only Closed cases only Help Return to main ICPC screen
5	Main case screen	Primary screen user sees. One screen per case. Contains all case data. From this screen, user can also select any of nine related functions shown on icons on the case screen: <ul style="list-style-type: none"> Close Form Add a new case Copy case (to start a new case with the same information) Generate a transmittal Find another case (search for child by last name) View sent (transmittals for the case) View/Log incoming mail for the case (Mail Log) View ICPC requests for the case Delete a Case
6	Mail Log	User can view a table of incoming correspondence for a case, including sending agency, correspondence type, receive date, and date forwarded. The user creates the entries in this log.
7	ICPC requests	User can view requests to other ICPC offices. This log is populated automatically based on requested items that are checked on the transmittal forms.
8	Types of transmittals	User can select from 14 types of transmittals.
9	Sample transmittal	One of the 14 transmittal types, shown here to represent the whole group of 14.
10	Overdue Forms	User can choose to list three types of overdue reports, sequenced by date (most overdue listed first) or by agency (in alphabetical order): <ul style="list-style-type: none"> All overdue 100Bs All overdue home studies All overdue progress reports
11	Sample overdue report	One of the overdue report types, shown here to represent all types.
12	Special reports	User can choose: <ul style="list-style-type: none"> List new cases last seven days List unfulfilled ICPC requests Produce quarterly report of incoming placements (100-C) Produce quarterly report of outgoing placements (100-D) Access Help function Return to main screen
13	New Cases	Report of cases received during the last seven days
14	Unfulfilled ICPC Requests	Report of unfulfilled ICPC requests for all cases
15	Quarterly Report Incoming	Report Form 100-C
16	Quarterly Report Outgoing	Report Form 100-D

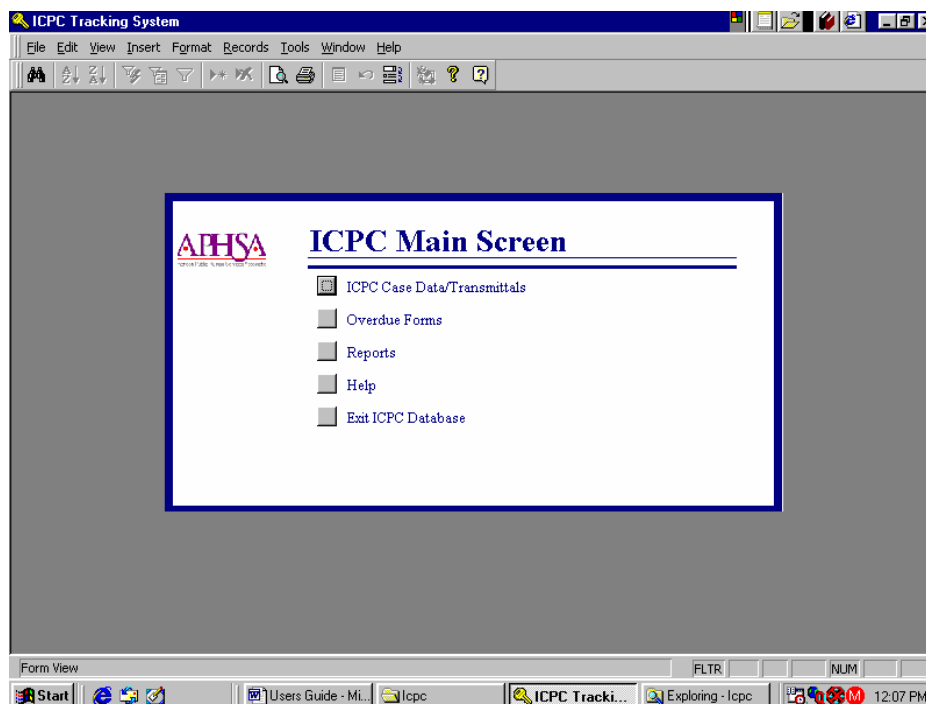
ICPC DATABASE SYSTEM SCREEN NAVIGATION



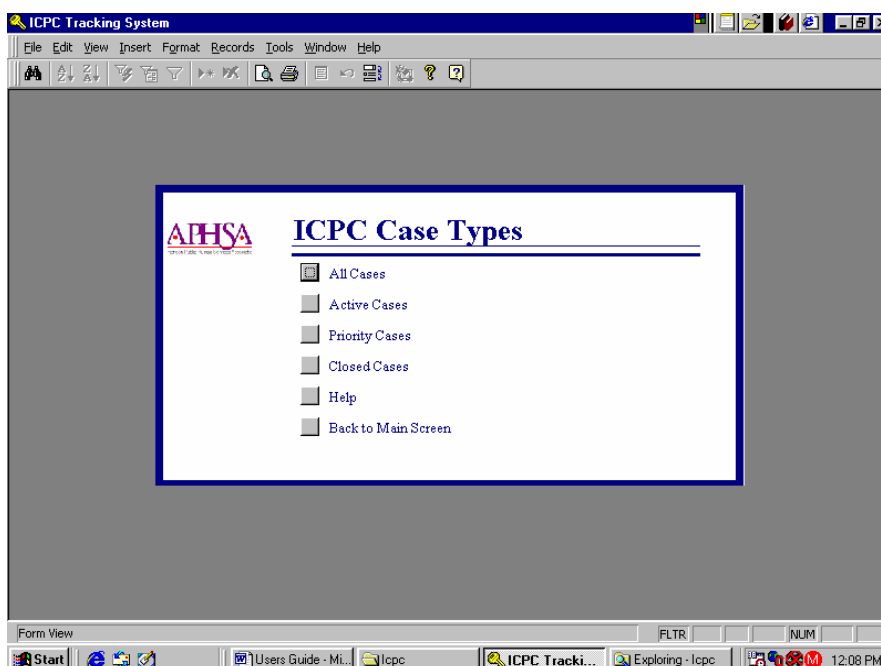
2: Front Screen



3: Main ICPC Screen



4: Case Type Screen



5: Main Case Screen

ICPC Tracking System - [ICPC CASE DATA- All Cases]

File Edit View Insert Format Records Tools Window Help

Case # OTHER # DECISION PLACEMENT RESOURCE

☒ INCOMING ☒ PRIORITY ☐ VERBAL ☐ VRB DEC DT DECISION DT NAME

L NAME PLACE DT LAST PROG AD1

F NAME LAST COR CONCUR DT AD2

DOB CNTRY CLOSE DT FC EXPIRE DATE

SEX ETHNIC. REASON

R DATE S DATE VIOLATION

S TYPE ARCHIVE DT DESTROY DT

S AG URM ☐ CONSULT.

S CONT

R AG

R CONT

PL TYPE

PL NAME

IVE ELIG AAP ELIG

SIBLINGS

LAST NAME	FIRST NAME	IV-E ELIG	DECISION	DOB	PLACE DT	SEX	ETHNICITY
adams	barry	Unknown	Placement Approved w/Co	3/2/93	2/2/95	M	A

Record: 14 | 2 | of 50

Case number can be system generated by clicking the button next to the field, but can be overwritten by use

Start | Inb... | Mic... | Exp... | Mic... | Use... | ICP... | IC... | 11:10 AM

6: Incoming Mail

ICPC Tracking System - [Incoming Mail]

File Edit View Insert Format Records Tools Window Help

INCOMING MAIL

CASE #	CHILD NAME	SENDING AGENCY	CORRESP TYPE	RECEIVE DATE	FORWARDED
86910	ANGELA R. WRIGLEY	NJ ICPC	Home Evaluation	7/15/1998	7/15/1998
86910	ANGELA R. WRIGLEY	ALBEMARLE CTY	ICPC 100B	8/3/1998	1/13/1999
86910	ANGELA R. WRIGLEY	NJ ICPC	Progress Report	10/30/1998	1/13/1999
86910	ANGELA R. WRIGLEY	NJ ICPC	Progress Report	11/5/1998	1/13/1999
86910	ANGELA R. WRIGLEY	ALBEMARLE CTY	ICPC 100B	12/17/1998	1/13/1999
86910	ANGELA R. WRIGLEY	ALBEMARLE CTY	Additional Information	12/17/1998	1/13/1999
86910	ANGELA R. WRIGLEY	NJ ICPC	ICPC 100A	5/7/1998	
86910	ANGELA R. WRIGLEY			9/27/2000	

Record: 1 of 7 (Filtered)

Form View

Start Users Guide - Mi... Icpic ICPC Tracki... Exploring - Icpic 12:20 PM

7: ICPC Requests

ICPC Tracking System - [Requests]

File Edit View Insert Format Records Tools Window Help

ICPC REQUESTS

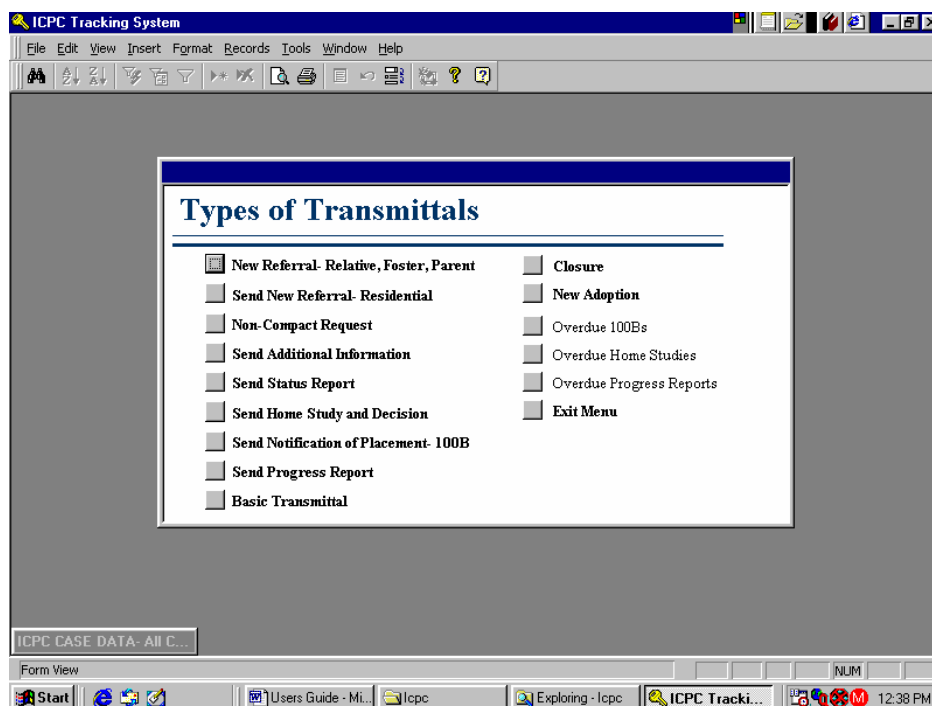
CASE #	REQUEST	AGENCY	REQ DATE	FULFILLED	RECEIVE DATE
86910	Home Evaluation	NJ ICPC	5/21/1998	<input checked="" type="checkbox"/>	7/15/1998
86910	ICPC 100B	ALBEMARLE CTY	7/15/1998	<input checked="" type="checkbox"/>	8/3/1998
86910	ICPC 100B	ALBEMARLE CTY	12/3/1998	<input checked="" type="checkbox"/>	12/3/1998

Record: 1 of 3 (Filtered)

Form View

Start Users Guide - Mi... Icpic ICPC Tracki... Exploring - Icpic 12:28 PM

8: Types of Transmittals



9: Sample Transmittal

ICPC Tracking System - [New Referral- Relative, Foster, Parent]

File Edit Insert Records Window Help

CASE NUMBER: 86890 OTHER ID NUMBER: 71757 DATE: 6/12/2001

PLACEMENT TYPE: Residential - Public PLACEMENT RESOURCE:

TO: NJ ICPC BARON HOME

ADDRESS: 143 N. Pennsylvania St

ATTN: Dean Cobb Irville NJ 55555

FROM: Harry Bird 555-333-2333

CHILDREN: JEFFREY CLARK

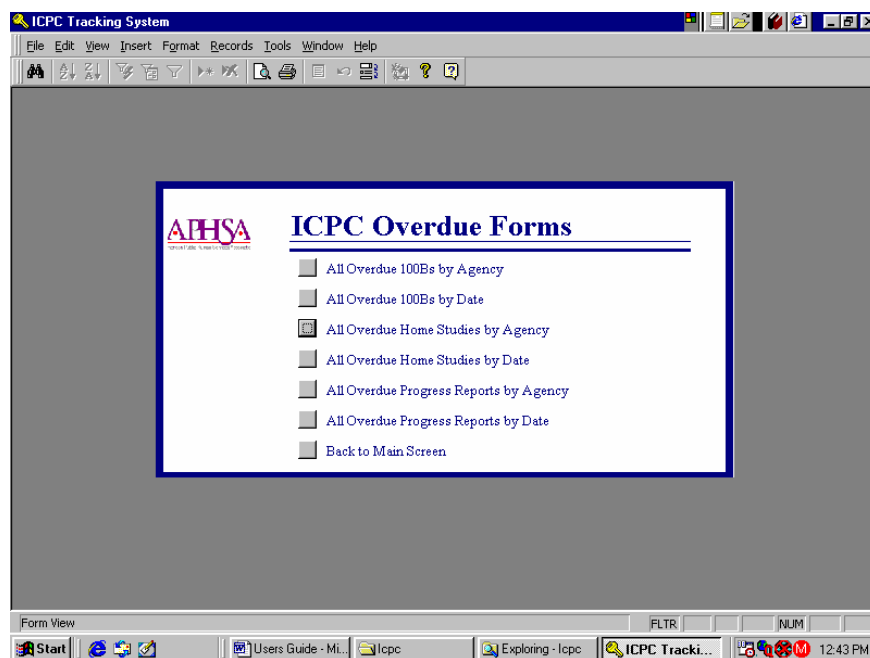
Please Submit Your Response in TRIPLICATE To This Office		
ATTACHED	REQUESTED	<input type="checkbox"/> Priority/Regulation 7 Due Date: <input type="checkbox"/> Urgent
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Evaluation <input type="checkbox"/> Custody Study Due <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICPC 100A: <input type="checkbox"/> For Consideration <input type="checkbox"/> Approval <input type="checkbox"/> Denial
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Social Summary of each child and the family
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legal Documents: <input checked="" type="checkbox"/> Wardship/Custody Orders <input type="checkbox"/> TPR Orders

Record: 1 of 1 (Filtered)

Form View

Taskbar: Start, ICPC ..., K:\731..., ICPC (...), Micros..., Micros..., ICPC ... 3:08 PM

10: Overdue Forms



11: Sample Overdue Form

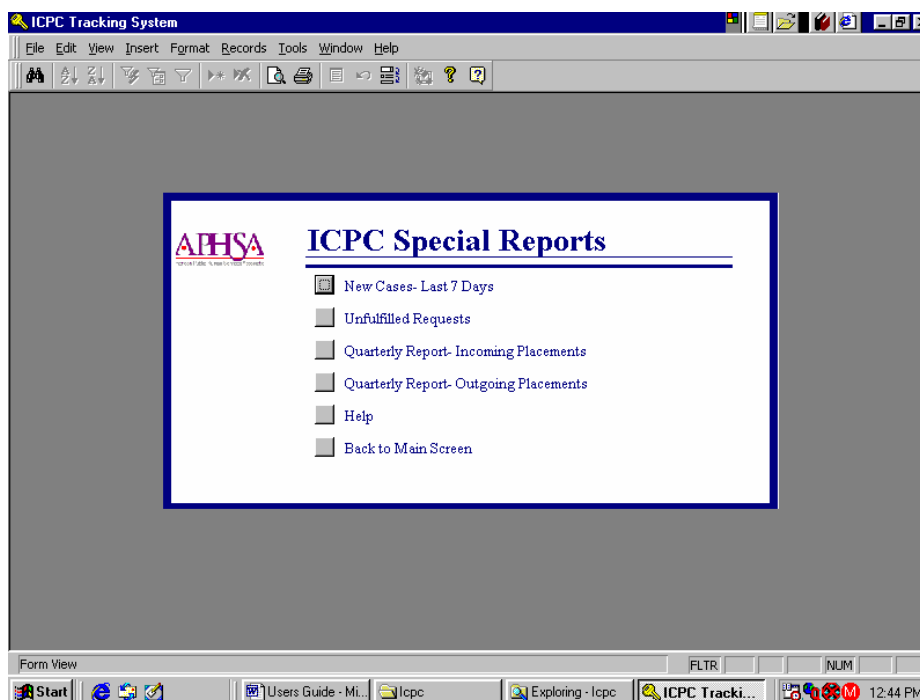
ICPC Tracking System - [rptOverdue100Bs : Report]

Overdue 100Bs Listing

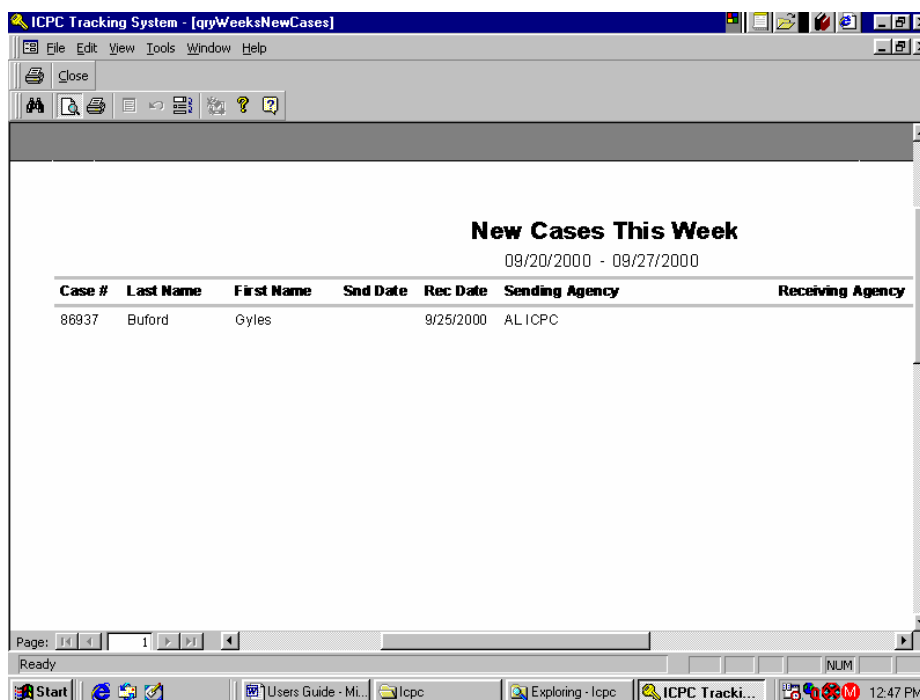
CASE #	LAST NAME	FIRST NAME	RECEIVING AGENCY	DECISION DATE	DECISION	LAST CORRESP DATE
SENDING AGENCY: AK ICPC						
86907	THOMAS	CHASITIE N.	COBB CTY	3/3/2000	Placement Approved	5/31/2001
SENDING AGENCY: ALBEMARLE CTY						
86931	TOBIN	JANICE	NJ ICPC	8/30/2000	Placement Approved w/Conditions	5/31/2001
SENDING AGENCY: BAKER CTY						
86909	VINCENT	DEVON	NJ ICPC	3/1/2000	Placement Approved	5/31/2001
SENDING AGENCY: COBB CTY						
86890	CLARK	JEFFREY	NJ ICPC	5/12/1995	Placement Approved	5/31/2001
SENDING AGENCY: INTERNATIONAL						
86923	KIDWELL	KEATON	COBB CTY	8/11/2000	Placement Approved w/Concurrence	5/31/2001

Page: 1 of 1

12: Special Reports



13: New Cases



14: Unfulfilled ICPC Requests

ICPC Tracking System - [Requests]

File Edit View Tools Window Help

Close

Unfulfilled Request

CASE #	REQ DATE	AGENCY	Item Requested
86888	09/05/2000	ALBEMARLE CTY	Home Evaluation
	09/05/2000	ALBEMARLE CTY	Home Evaluation
	09/05/2000	ALBEMARLE CTY	Home Evaluation
86890	05/12/1995	COBB CTY	ICPC 100B
	07/01/1995	COBB CTY	
86891	04/30/1996	NJ ICPC	Home Evaluation
	04/30/1996	NJ ICPC	Progress Report
86892	04/30/1996	NJ ICPC	Home Evaluation
	04/30/1996	NJ ICPC	Progress Report
86898			

Page: 1

Ready

FLTR NUM

Start Users Guide - Mi... Icpc Exploring - Icpc ICPC Tracki... 12:48 PM

15 and 16: Quarterly Report – Incoming and Outgoing

ICPC Tracking System - [Quarterly Report- In]

File Edit View Insert Format Records Tools Window Help

**QUARTERLY STATISTICAL REPORT:
PLACEMENTS INTO AN ICPC STATE**

REPORTING STATE **ILLINOIS**

ICPC-100C Begin Date **01/01/2000** End Date **12/31/2002**

1. TYPE OF PLACEMENT	Public Agency	Private Agency	Court	Individual	Tribe	Totals
Parent(s)	0	0	0	0	0	0
Relative	0	0	0	1	0	1
Foster Home	0	1	3	2	0	6
Adoptive	0	0	2	0	0	2
Group Home	0	0	1	0	0	1
Residential	1	1	0	0	0	2
Institution (Art. VI)	0	1	0	0	0	1
Child Care Institution	0	0	1	0	0	1
Other	0	2	0	1	0	3
Total:	1	5	7	4	0	17

2. SEX OF CHILDREN	Male	Female	Unknown
	9	8	0

3. AGES OF CHILDREN	Under 1	1-5	6-10	11-15	16-18	19-21
	0	1	5	4	5	2

4. ETHNIC GROUP	W (C)	H (L)	B (AA)	A	AI	OT	UK
	0	3	3	0	6	3	2

5. Number of calendar days between receipt of 100-A and decision date:

0-30	31-60	61-90	Over 90
10	3	2	2

6. Unaccompanied refugee minor: 3

7. Adoption assistance/subsidy: 8

Form View

Start In... Mi... Ex... Mi... U... R... PL... Q... 11:12 AM

17: Help

ICPC Tracking System

File Edit View Insert Format Records Tools Window Help

**ICPC- Interstate Compact on the Placement of Children
Online Documentation**

Welcome | Switchboard | Case Screen | Transmittals | Overdue Forms | Logging Mail | Programmer Notes

INTRODUCTION

Welcome to the Automated Reporting and Tracking System for the Interstate Compact on the Placement of Children. The purpose of this program is to track all children entering or leaving a state for placement in a foster home or adoptive care.

In addition to tracking a history of the children and their placement options, this system also tracks all transmittals received and sent for every child. The system alerts a user if a specific case has overdue forms, and allows the user to print out transmittals for all overdue cases. Transmittals concerning a child can be printed for mailing to the concerned agencies, or e-mailed to the appropriate people. The system also generates summary reports on incoming and outgoing cases (ICPC Forms 100-C and 100-D).

HELP TOPICS

Click the following links for more information on a topic:

- [Switchboard](#)
- [Case Screen](#)
- [Transmittals](#)
- [Overdue Forms](#)
- [Logging Mail](#)
- [Programmer Notes](#)

Form View

Start Users Guide - Mi... Icpc Exploring - Icpc ICPC Tracki... 12:52 PM

2.2 Overdue Forms and Quarterly Reports: Descriptions and Criteria

Overdue Forms

The user can choose to produce three types of overdue forms:

- 100-Bs
- Home studies
- Progress Reports

The user can select two ways of sequencing the forms:

- By date (most overdue listed first)
- By agency (receiving or sending agency, depending on the type of report; and sequenced in alphabetical order)

To be listed as overdue, a case must meet the appropriate criteria shown in the table below, and have no correspondence in the last 30 days. This provision helps the ICPC administrator avoid automatically sending transmittals about overdue reports every time the overdue reports are listed. The user has an option to print transmittals for all overdue reports, so if all overdue reports were listed, the transmittals could go out every time one of these reports is run. The 30-day window minimizes the number of times that the system sends reminders about the overdue reports.

Item	Sorted by and Sent To	Critical Date(s)	Other Criteria
100-B	Sending Agency	Decision date	1. There is a decision date without a placement date and a close date AND 2. Decision date is more than 5 months (150 days) ago
Home Study	Receiving Agency	Send date	1. There is a send date without a decision date or placement date or close date AND 2. Send date is more than 2 months (60 days) ago.
Progress Report	Receiving Agency	Last progress report date	1. There is a placement date and no close date AND 2. Last progress report is more than 6 months (180 days) ago [or placement date is more than 3 months ago and there is no progress report date].

Quarterly Reports (100-C and 100-D)

For both reports, the user must specify the beginning and ending dates (inclusive) to be reported. Dates can be for a month, quarter, or other time period.

To be included on the 100-C (Incoming), a case MUST be checked as incoming (shown on case screen in upper left corner). To be included on the 100-D, a case must NOT be checked as incoming.

The tables on the next few pages contain the detailed descriptions of these reports.

100-C DESCRIPTION

Item #	Section Name	Description	Critical Dates	Calculation
	Reporting State	Name of State Reporting (This is in data file loaded during Startup and described under Startup Procedures)	N/A	
	Reporting Dates	Dates specified by user for report	N/A	
1	Type of Placement	<p>Map 11 possible contents of field for Sending Agency Type to 5 columns on form:</p> <ul style="list-style-type: none"> Public Agency Other state public; School Corp. Private Agency Other state private; private agency; private attorney Court Other state court; Court; Probation Individual Other state individual; Individual Tribe - Tribe <p>Map 14 possible contents for field for Placement Type into 9 rows on form:</p> <ul style="list-style-type: none"> Parent(s) Parent Relative -- Relative Foster Home Foster Care and Relative Foster Care Adoptive Adoption-Agency (Public Agency); Adoption - Independent (Private Agency); Adoption Intercountry (Individual) Group Home Group Home Residential Residential-Public (Public Agency) and Residential Private (Private Agency) Institution (Art. VI) Institution (Art VI) Child Care Institution CCI Other Other and Custody Study 	Decision date for case (NOTE: this varies by case, not by child)	<ol style="list-style-type: none"> Decision date is in report date Count all children (not just primary)
2	Sex of Children	Self-explanatory. Can vary among children on a case.	Decision date	<ul style="list-style-type: none"> Count child if: Decision date is in report date range . Check sex Count all children (not just primary)
3	Ages of Children	Current age of child, calculated from DOB. A youth over age 21 is counted in the group 19-21.	Decision date	<ul style="list-style-type: none"> Count child if: Decision date for child is in report date range. Calculate current age, based on DOB. Count all children (not just primary)
4	Ethnic Group	Ethnicity can vary among children on a case.	Decision date	<ul style="list-style-type: none"> Count child if: Decision date is in report date range. Count all children (not just primary)
5	Number of calendar days between receipt of 100-A and decision date	This section gives a good indication of how long it takes to get a placement decision by measuring the length of time that the request is within the receiving State..	Decision date	<ul style="list-style-type: none"> Count child if: Decision date is in report date range. Subtract receive date on case screen from decision date. Count all children (not just primary)

6	Unaccompanied Refugee Minor	Self-explanatory. This does not vary among children on a case.	Decision date	<ul style="list-style-type: none"> Count child if: URM field is checked AND child has decision date in the report date range. All children on the case are counted, although this field applies only to the primary.
7	Adoption assistance/subsidy	Self-explanatory. This does not vary among children on a case.	Decision date	<ul style="list-style-type: none"> Count child if: AAP field is YES AND child has decision date in the report date range. All children on the case are counted, although this field applies only to the primary.
8	Number of placements into your state brought into retroactive compliance on the 100-A during the report date range	Self-explanatory.	Placement date and Decision date	<ul style="list-style-type: none"> Count child if: Placement date is in the report date range AND placement date is before decision date. Count all children (not just primary). Placement date can be different for each child. Decision date is entered for the entire case (primary child) and does not vary by child.
9	Total number of agreements INTO your state terminated	Dropdown list has same categories as 100-C Form, so mapping is straightforward, EXCEPT: Form category Other includes two dropdown categories (Placement denied, and "Other)	Close date.	<ul style="list-style-type: none"> Count child if: Close date is not blank AND close date is within the report date range. Count all children. Count by reason.
10	Number of children returned to sending state		Close date	<ul style="list-style-type: none"> Count child if: Close date is not blank AND close date is within the report date range AND reason is Child returned to sending state. Count all children.
11	Status of referrals received	First two columns count decisions made on incoming referrals during the report date range. The last column counts requests received during the report date range. Many requests received during the report date range will have decisions during future report date ranges, so the last column has only indirect relation to the first two columns.	Decision date OR receive date	<ul style="list-style-type: none"> Count child in first column if: Sending agency is a State ICPC AND decision date is in report date range AND decision is one of three possible Approved decision types. Count child in second column if: Sending agency is a State ICPC AND decision date is in report date range AND decision is one of two possible Denied decision types. Count child in third column if: Sending agency is a State ICPC AND receive date on case screen is in report date range.

12	Non-compact Jurisdiction	This is the same as Item #11, except that only Guam and Puerto Rico are counted as sending agencies.	Decision date OR receive date	<ul style="list-style-type: none"> ▪ Count child in first column if: Sending agency is Guam or Puerto Rico AND decision date is in report date range AND decision is one of three possible Approved decision types. ▪ Count child in second column if: Sending agency is Guam or Puerto Rico AND decision date is in report date range AND decision is one of two possible Denied decision types. ▪ Count child in third column if: Sending agency is Guam or Puerto Rico AND receive date on case screen is in report date range.
13	Foreign Countries	Only "International" appears on this line.	Decision date OR receive date	Same criteria as for #11 and #12, but for International as sending agency.

100-D DESCRIPTION

Item #	Section Name	Description	Critical Dates	Calculation
	Reporting State	Same as 100-C	N/A	
	Reporting Dates	Same as 100-C	N/A	
1	Type of Placement	Same as 100-C ▪	Receive date of most recent 100-A in case mail log [NOTE: This date does not vary among children on a case.]	<ul style="list-style-type: none"> Count child if: Most recent 100-A receive date in case mail log is in report date range. Count all children (not just primary)
2	Sex of Children	Same as 100-C	Receive date of most recent 100-A in case mail log [NOTE: This date does not vary among children on a case.]	<ul style="list-style-type: none"> Count child if: Most recent 100-A receive date in case mail log is in report date range. Check sex Count all children (not just primary)
3	Ages of Children	Same as 100-C	Receive date of most recent 100-A in case mail log [NOTE: This date does not vary among children on a case.]	<ul style="list-style-type: none"> Count child if: Most recent 100-A receive date in case mail log is in report date range. Calculate current age, based on DOB. Count all children (not just primary)
4	Ethnic Group	Same as 100-C	Receive date of most recent 100-A in case mail log [NOTE: This date does not vary among children on a case.]	<ul style="list-style-type: none"> Count child if: Most recent 100-A receive date in case mail log is in report date range. Count all children (not just primary)
5	Number of calendar days between sending 100-A and receipt back with decision	This section measures the length of time that the request is out of the sending State.	Receive date of most recent 100-A in case mail log [NOTE: This date does not vary among children on a case.]	<ul style="list-style-type: none"> Count child if: Most recent 100-A receive date in case mail log is in report date range. Subtract sending date on case screen from most recent 100A date in case mail log. Count all children (not just primary)
6	Unaccompanied Refugee Minor	Same as 100-C	Same as 100-C	Same as 100-C
7	Adoption assistance/subsidy	Same as 100-C	Same as 100-C	Same as 100-C
8	Number of placements out of your state brought into retroactive compliance on the 100-A during the report date range	Same as 100-C	Same as 100-C	Same as 100-C

9	Total number of agreements OUT OF your state terminated	Same as 100-C	Same as 100-C	Same as 100-C
10	Number of children returned to your state	Same as 100-C	Same as 100-C	Same as 100-C
11	Status of referrals sent	First two columns count decisions made during the report date range. The last column counts requests sent during the report date range. Many requests sent during the report date range will have decisions during future report date ranges, so the last column has only indirect relation to the first two columns.	Decision date OR send date	<ul style="list-style-type: none"> ▪ Count child in first column if: Receiving agency is a State ICPC AND decision date is in report date range AND decision is one of three possible Approved decision types. ▪ Count child in second column if: Receiving agency is a State ICPC AND decision date is in report date range AND decision is one of two possible Denied decision types. ▪ Count child in third column if: Receiving agency is a State ICPC AND sending date on case screen is in report date range.
12	Non-compact Jurisdiction	This is the same as Item #11, except that only Guam and Puerto Rico are counted as sending agencies.	Decision date OR send date	<ul style="list-style-type: none"> ▪ Count child in first column if: Receiving agency is Guam or Puerto Rico AND decision date is in report date range AND decision is one of three possible Approved decision types. ▪ Count child in second column if: Receiving agency is Guam or Puerto Rico AND decision date is in report date range AND decision is one of two possible Denied decision types. ▪ Count child in third column if: Receiving agency is Guam or Puerto Rico AND sending date on case screen is in report date range.
13	Foreign Countries	Same as 100-C	Same as 100-C	Same as 100-C

2.3 System Tables

The data in a modern database system are stored in tables. The ICPC system contains 23 tables:

- 18 reference tables
- 5 case tables

The **reference tables** contain static data that are independent of any cases. They include such data as dropdown lists used in creating a case. Examples of reference tables are county names, placement types, agency contacts, and case closing reasons. Most reference tables will normally be loaded when a State starts using the system, and will never change as a result of anything that happens in a case. Most can change only as a result of a deliberate action by the local system administrator. For example, the system administrator might add a name to an agency contact dropdown list. In general, the reference tables are independent of one another.

The **case tables** contain dynamic data that are unique to each case, such as child's name, sending agency, placement location, and date of last correspondence. The case tables are closely interrelated, and are linked by the case number.

The 23 tables used in the ICPC system are described below.

ICPC DATABASE TABLES

<u>Type</u>	<u>Name</u>	<u>Description</u>
Case	Case	Main database table. Contains information on all cases in the system, including name of primary child, dates of referrals, decisions, placements, and case closings, and placement information.
Case	Children	The table for siblings. Contains records of all children who are not the primary child. Fewer data items are kept on these children, but include name, DOB, sex, ethnicity, and decision date.
Case	Mail	One record for each incoming piece of mail logged by the user.
Case	Requests	One record for each request made on transmittals. Automatically updated whenever a transmittal is sent.
Case	Transmittal History	One record of each transmittal sent, including what items were attached and requested.
Reference	Additional Text	Drop-down list on transmittals for additional text that can be added to transmittals.
Reference	Agencies	Drop-down list on case screen for sending and receiving agencies. Inside State are county or other local offices; outside State are State code and ICPC .
Reference	Close Reasons	Drop-down list on case screen of possible reasons case is closed.
Reference	Comments	Drop-down list on transmittals for commonly used comments. Tailored for each type of transmittal, and linked to table Transmittal Types.

Reference	Consultants	Drop-down list of ICPC workers, used as drop-down box in From field on transmittal letter.
Reference	Correspondence Types	Drop-down list used in mail log for types of correspondence.
Reference	Decisions	Drop-down list of possible approved and denied decision types on case screen.
Reference	Placement Type	Drop-down box on case screen for possible types of placements.
Reference	Sending Agency Type	Drop-down list on case screen for type of agency.
Reference	Switchboard Items	Critical component of Access application. Should not be changed.
Reference	TblAdditional	Drop-down on transmittal letter for additional material attached or requested.
Reference	TblAgencyContacts	Drop-down on case screen for names of contacts in other agencies.
Reference	TblOther	Drop-down on transmittal letter for other material attached or requested.
Reference	TLookup	Ethnic and sex codes for drop-downs on case screen.
Reference	tStartup	Table that records selection of State name and startup date/time.
Reference	tState	Dropdown list of State names (for selection at system startup).
Reference	Transmittal Types	Drop-down list of types of transmittals that can be created. Linked to table Comments.
Reference	Violations	Drop-down list on case screen for types of violation reason codes.

2.4 On-line Documentation

Two types of documentation are provided on-line:

(1) Field descriptions. Whenever the cursor is on a field on the case screen, the description of that field is displayed at the bottom of the screen in the Status Bar. When the cursor is placed in a different field, the description changes as appropriate for the new field.

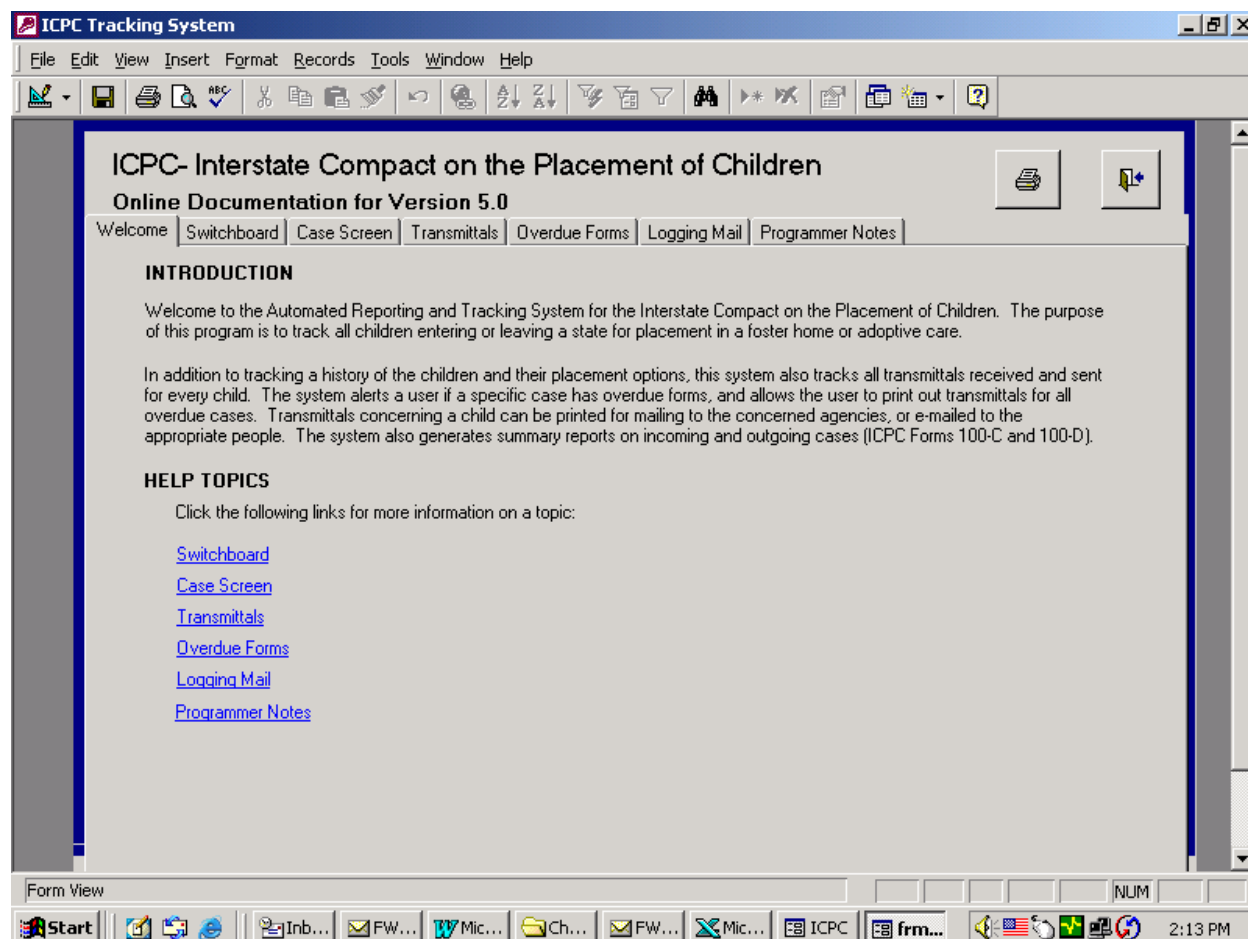
(2) Help screens. When the user clicks the Help button on the ICPC screen, a set of tabbed screens appears. The user can scroll through screens for information about how the system works.

The pages that follow contain the on-line field descriptions and the on-line help screens.

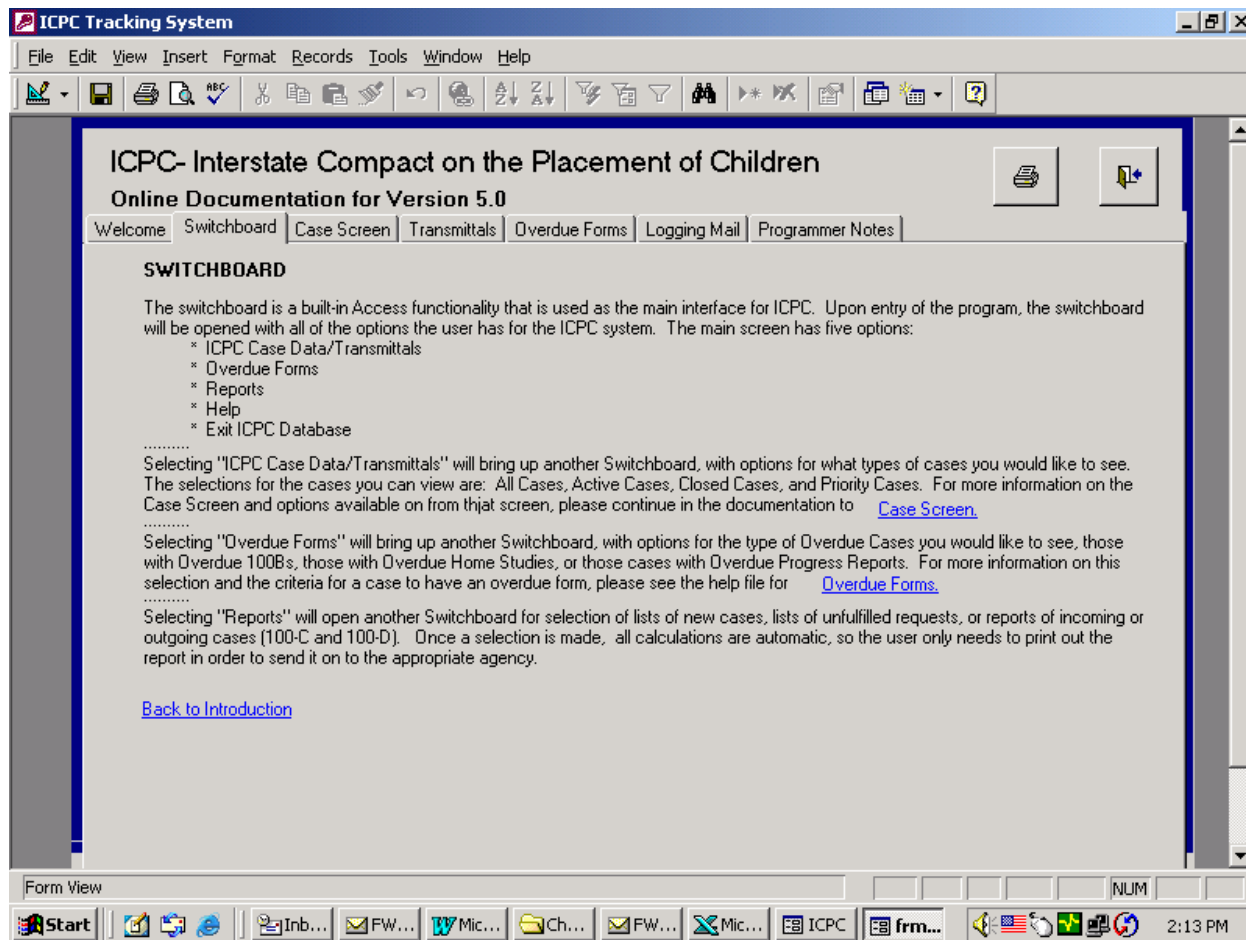
CASE SCREEN FIELD DESCRIPTIONS

#	Label	Description
1.	CASE #	Case number initially assigned by system, but can be overwritten by user
2.	OTHER	Alternate case number, such as number used by other State or local office
3.	INCOMING	Check only if referral is sent from another State
4.	PRIORITY	Check only if referral qualifies as a Regulation 7 priority request.
5.	VERBAL	Check if verbal decision is requested
6.	L NAME	Last name of primary child (case name)
7.	F NAME	First name of primary child
8.	DOB	Date of birth of primary child (mm/dd/yyyy)
9.	CNTRY	Country of primary child
10.	SEX	Gender of primary child
11.	ETHNIC.	Race/ethnicity of primary child
12.	R DATE	Receive date for referral date referral received in this ICPC office (mm/dd/yyyy)
13.	S DATE	Send date for referral date referral sent to the receiving agency (mm/dd/yyyy)
14.	S TYPE	Type of sending agency (used in reporting on Forms 100-C and D)
15.	S AG	Name of sending agency (State code and ICPC if incoming; local office if outgoing)
16.	S CONT	Name of contact person in sending agency
17.	R AG	Name of receiving agency (local office if incoming; State code and ICPC if outgoing)
18.	R CONT	Name of contact person in receiving agency
19.	PL TYPE	Placement type (used in reporting on Forms 100-C and D)
20.	PL NAM	Last name of placement resource
21.	IVE ELIG	Whether primary child is IV-E eligible (used in reporting on Forms 100-C and D)
22.	AAP ELI	Whether primary child is eligible for Adoption Assistance Program subsidy (used in reporting on Forms 100-C and D)
23.	DECISION	Decision about placement for primary child (approved or denied, with qualifiers)
24.	VRB DEC DT	Verbal decision date, if placement decision was given verbally on or before written decision date (mm/dd/yyyy)
25.	DECISION DT	Date 100A is signed rendering the decision (mm/dd/yyyy)
26.	PLACE DT	Date primary child was placed at the placement resource according to the 100B (mm/dd/yyyy)
27.	LAST PROG	Date of last progress report for the primary child at the placement resource (mm/dd/yyyy)
28.	LAST COR	Date of last correspondence sent by this office about this case (mm/dd/yyyy)
29.	CONCUR DT	Date concurrence is given (by the receiving ICPC office) for the sending agency to legally dismiss their case (mm/dd/yyyy)
30.	CLOSE DT	Date case was closed (mm/dd/yyyy)
31.	REASON	Reason case was closed (used in reporting on Forms 100-C and D)
32.	VIOLATION	Select if any of the listed violations have occurred.
33.	ARCHIVE DT	Date this record was placed in the archives. Typically, archived records are adoptive cases.
34.	DESTROY DT	Date that this record should be destroyed (six months after close date) (mm/dd/yyyy)
35.	URM	Check if primary child is Unaccompanied Refugee Minor (used in reporting on Forms 100-C and D)
36.	CONSULT.	Consultant (ICPC office staff person) on case
37.	NOTES	Freeform text notes used for any purpose by ICPC administrator
38.	PLACEMENT RESOURCE	[Label for next 5 items]
39.	NAME	Name of placement resource
40.	AD1	First address line for placement resource
41.	AD2	Second address line for placement resource
42.	#	Phone number of placement resource
43.	FC EXPIRE DATE	Foster care license expiration date for placement resource
44.	LAST NAME	Last name of child (Sibling)
45.	FIRST NAME	First name of child (Sibling)
46.	IV-E ELIG	Whether sibling is IV-E eligible
47.	DECISION	Decision about placement for this sibling
48.	DOB	Date of birth of this sibling
49.	SEX	Gender of sibling
50.	ETHNIC.	Ethnic category of sibling
51.	PLACE DT	Date sibling was placed at this resource

WELCOME SCREEN



SWITCHBOARD



CASE SCREEN

ICPC Tracking System

File Edit View Insert Format Records Tools Window Help

ICPC- Interstate Compact on the Placement of Children
Online Documentation for Version 5.0

Welcome Switchboard Case Screen Transmittals Overdue Forms Logging Mail Programmer Notes

CASE SCREEN

File Edit View Insert Format Records Tools Window Help

Case # 4332043 DECISION Placement Approved

INCOMING ☒ PRIORITY ☐ VERBAL ☐ VIB DEC DT 3/12/95

L NAME Adams PLACE DT 2/2/95 LAST PROG 6/2/00

S NAME BRIAN JR. LAST COR 06/13/01 CONCUR DT

DOB 1/1/95 CTRY USA CLOSE DT 7/5/02

SEX M ETHNIC C REASON Unknown

R DATE 1/17/95 S DATE 1/21/95 VIOLATION

S TYPE Court ARCHIVE DT

S AG AZ ICPC ORN CONSULT

S CONT BANNER CTY NOTES

R CONT

PL TYPE Relative Foster Care

PL NAME ADAMS

IVE ELIG Yes AAP ELIG No

PLACEMENT RESOURCE

NAME MICHAEL S CAROL ADAMS

ADR 20 NORTH MAIN STREET

ADR BAYLEIGH MA 04890

955-333-2323

FG EXPIRE DATE 4/1/98

DELETE CASE

VIEW ICPC REQUESTS

MAIL LOG

VIEW SENT TRANSMITTALS

FIND A CHILD BY LAST NAME

SUBFORM WHICH DISPLAYS SIBLINGS

Record: 14 of 49

Case number can be system generated by clicking the button next to the field, but can be overwritten by user

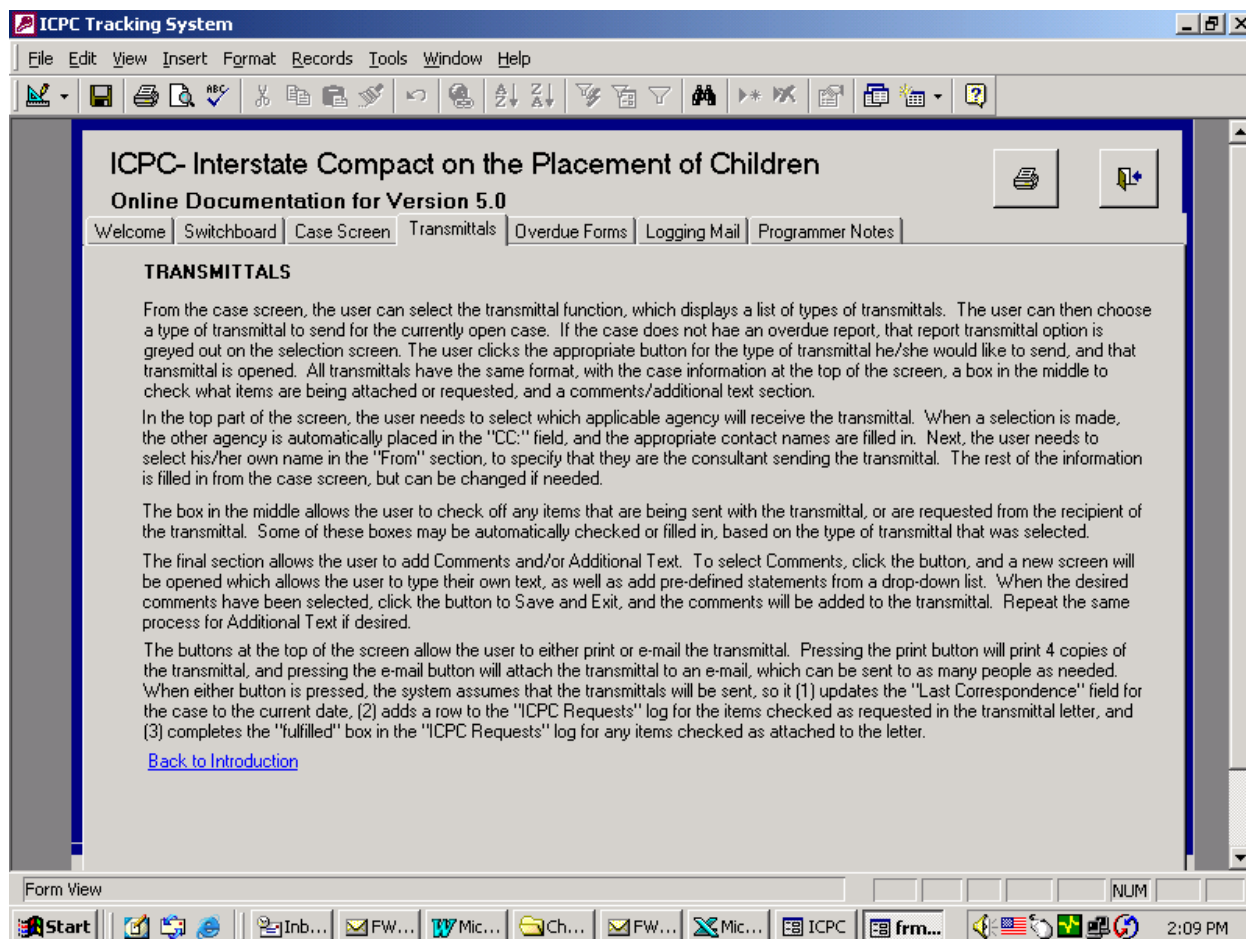
More Information: [Transmittals](#) [Logging Mail](#)

[Back to Introduction](#)

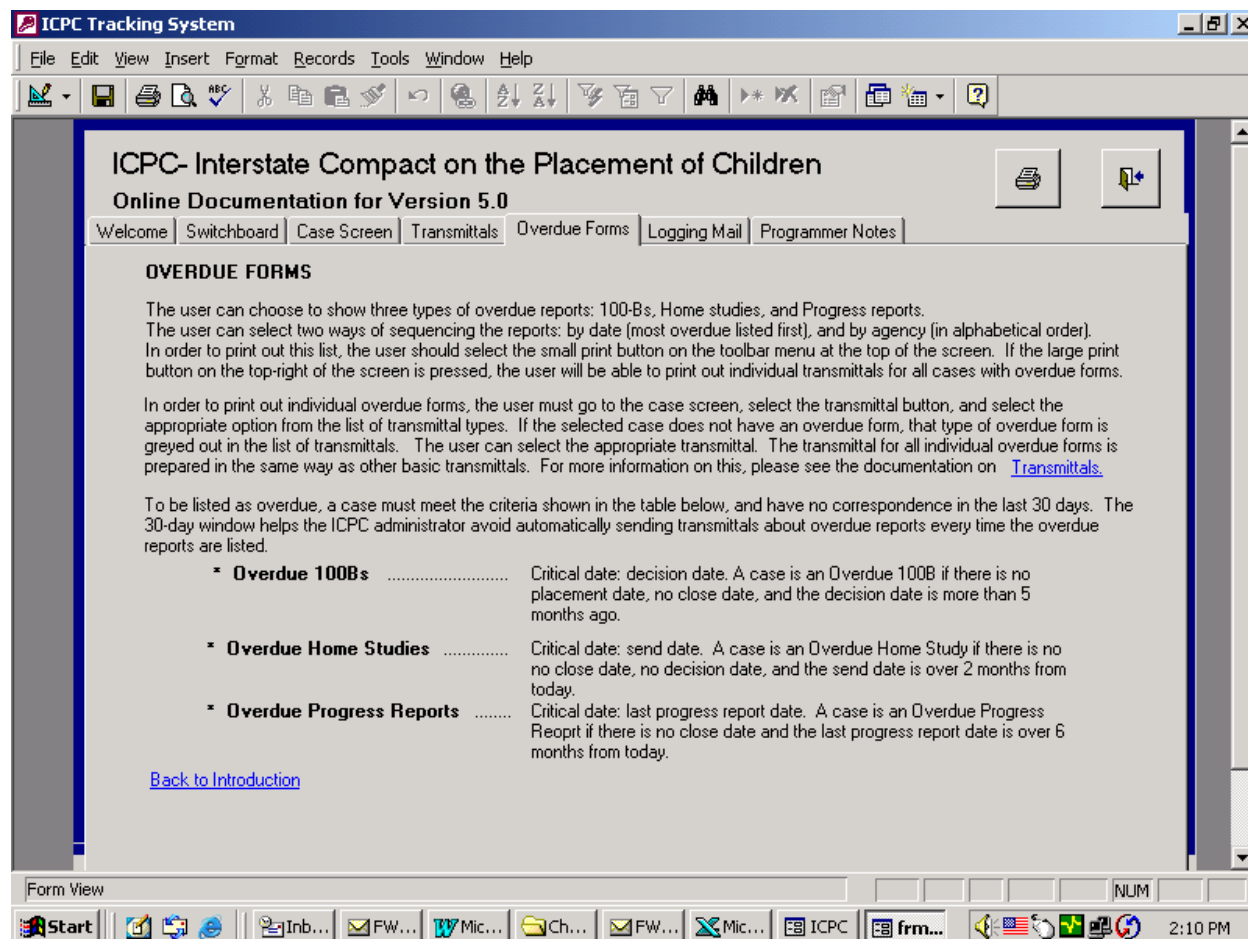
Form View

Start Inb... FW... Mic... Ch... FW... Mic... ICPC frm... 2:07 PM

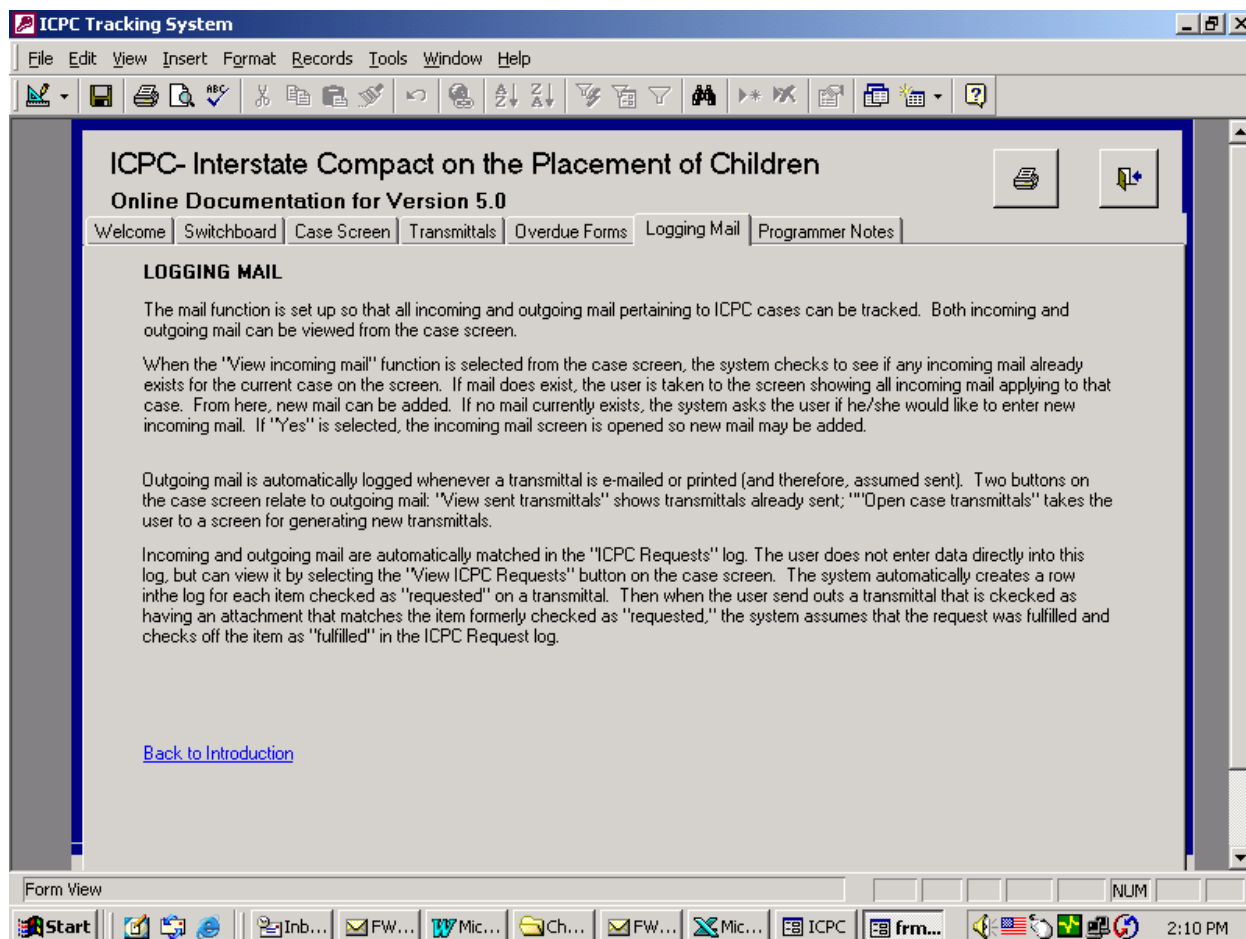
TRANSMITTALS



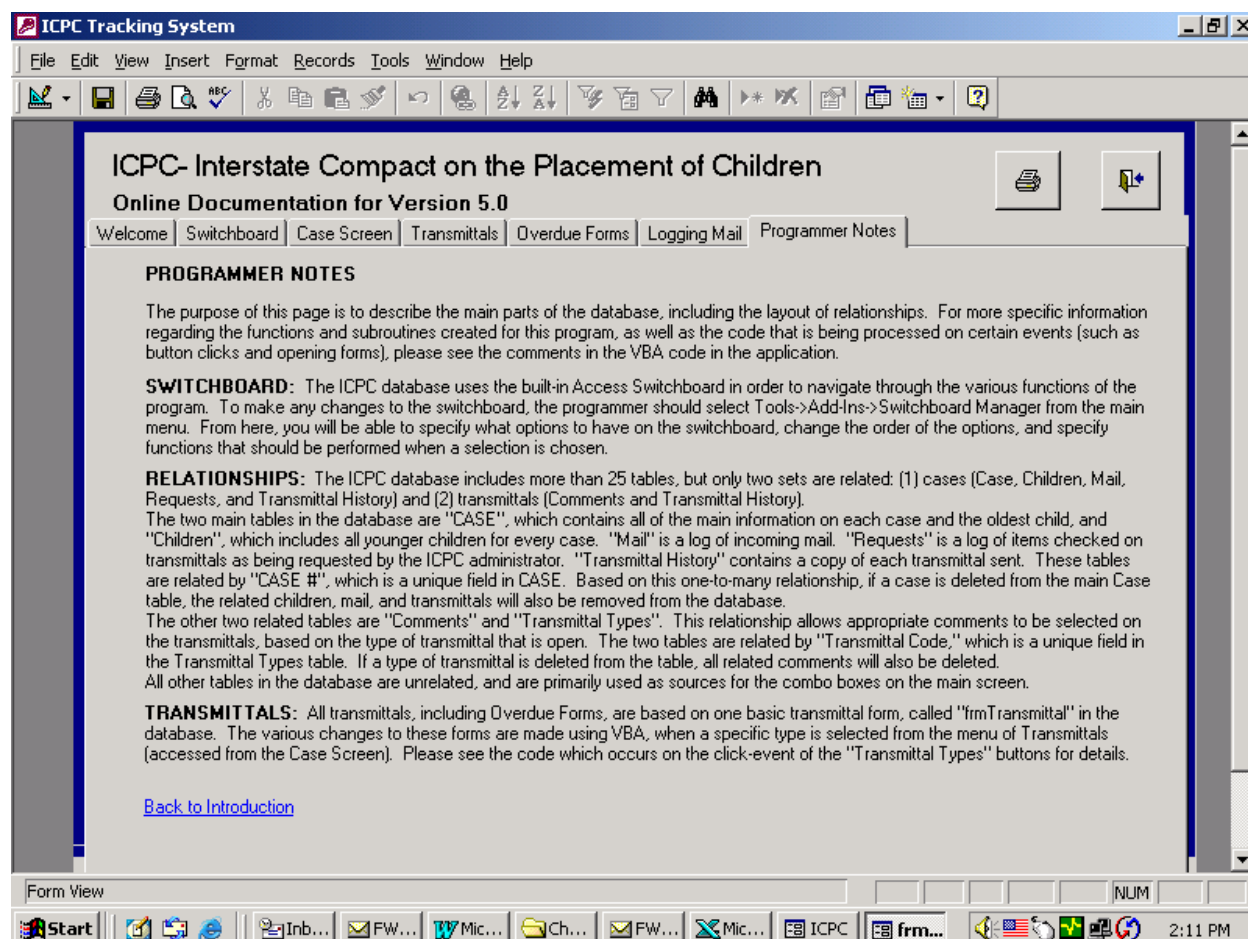
OVERDUE FORMS



LOGGING MAIL



PROGRAMMER NOTES



SECTION 3

USER DOCUMENTATION: "How To's"

NOTE: The following conventions are used for describing procedures:

- Screen names are underlined
- Field names are in "quotation marks"
- Command buttons and icons are in **bold**
- Text entered into fields is in *italics*

3.1 Start the ICPC system

- Click the ICPC DB folder on the desktop
- Double-click the icon labeled **ICPC_fe.mdb**

The Welcome Screen (Front Screen) then appears, and the system is ready for use.

3.2 Open a new case

NOTE: A new case can be created from any existing Case Data screen.

- Click the button on the Front Screen labeled **Start System**
- Click the button labeled **ICPC Case Data/Transmittals** on ICPC Main Screen
- Click the button labeled **All Cases** on ICPC Case Types screen
[System displays the **Case Data** screen for the first case in the file.]
- Click the **Add New Case** command button (with arrow and asterisk new case. (**NOTE:** System assigns a number in "Case #" field when the cursor is in the Case # field. User can change this number if desired.)

Then complete as much of the case information as is available:

- Click checkboxes for "Incoming", "Priority", and/or Verbal , if appropriate.
- Enter demographic information (name, address, etc.) and dates into appropriate fields
- Make selections from preloaded choices in dropdown boxes
- Enter information about siblings in lower window grid

3.3 Close a case

- Go to Case Data screen for the case.
- Enter close date into "Close Date" field.
- Make selection from "Reason" field drop-down list

3.4 Find whether the home study was done for a child

- Go to Case Data screen for the appropriate child.
- Click **Mail Log** command button.
- If the home study has been received, "Correspondence Type" and "Receive Date" will indicate this.

3.5 Find the date of the most recent progress report for a child

- Go to Case Data screen for the child.
- View field labeled "Last Prog", which shows the date of the most recent progress report.

3.6 Find whether a child has been placed yet, and where

- Go to Case Data screen for the child.
- Check "Placement Date" for all children in case.
- Check "Placement Name" for where primary child is placed.
- If siblings are placed elsewhere, this information could be recorded in "Notes" text box.

3.7 Find a case

- Go to Case Data screen.
- Click on **binoculars** command button. Type in child's last name in "Search" field. Click **OK**.

The search includes all case names (primary child) and siblings.

3.8 Send a transmittal

- Go to Case Data screen.
- Click **Open Case Transmittal** command button on Case Data screen.
- Click on desired selection on Types of Transmittal screen.

The transmittal form then appears, with some boxes already checked for attachments and requests.

- Make selection of senders and receivers from dropdown boxes, as appropriate.
- Click checkboxes as appropriate.
- Click **Comments** command button for a dropdown list. Make selection from list in lower screen, if appropriate. Click **Add to Text** command button. If no additional comments are to be typed in "Comments" field, click **Save Text to Form** command button.
- Type in text in "Comments" field, if appropriate. Click **Save Text to Form** command button.
- Click **Select** command button at the bottom of the form (below "CC:") if additional comments are needed for people to whom the copies will be sent. If comment is too long to view, Click **Add to Text** command button to view entire comment. This can then be deleted if it is not the right comment.
- Click **Print Transmittal** icon.
- Click **Close** command button to return to Case Data window.

3.9 Send a Transmittal via email

- Go to Case Data screen.
- Click **Open Case Transmittal** command button on Case Data screen.

- Click on desired selection on Types of Transmittal screen

The transmittal form then appears, with some boxes already checked for attachments and requests.

- Make selection of senders and receivers from dropdown boxes, as appropriate.
- Click checkboxes as appropriate.
- Click **Comments** command button for a dropdown list. Make selection from list in lower screen, if appropriate. Click **Add to Text** command button. If no additional comments are to be typed in "Comments" field, click **Save Text to Form** command button.
- Type in text in "Comments" field, if appropriate. Click **Save Text to Form** command button.
- Click **Select** command button at the bottom of the form (below "CC:") if additional comments are needed for people to whom the copies will be sent. If comment is too long to view, Click **Add to Text** command button to view entire comment. This can then be deleted if it is not the right comment.
- Click **Export** command button at the top of the screen next to **Print** command button
- This will create a file on your C: drive. The file name will be the name of the report and the Last Name of the Case. Ex: frmNewRelFosPtADAMS.rtf
- Open your email package and attach the file to your email message.

3.10 Create reports

- Go to ICPC Main Screen
- Click on **Reports**
- Click on appropriate selection in ICPC Special Reports screen. This takes you to Print Preview of report.
- Click **Print** icon on secondary tool bar.
- Click **Close** command button on tool bar to exit report.

3.11 Find how many children are placed in relative foster care

- Go to the ICPC Case Types screen.
- Click on **Active Cases**.
- Click on **Filter by Form** icon (a filter symbol with a square behind it) on the toolbar at the top of the screen.
- Put the cursor in the Placement Type (PL TYPE) field and select Relative Foster Care from the dropdown list.
- Put the cursor in the Placement Date (PLACE DT) field and select Is not null from the dropdown list.
- Look at the Incoming checkbox and select incoming (checkmark), outgoing (blank) or both (gray).
- Make sure all other fields are blank (so they do not serve as additional filtering criteria).
- Click on **Filter** icon (a plain filter symbol) on the toolbar at the top of the screen.

The screen displays at the bottom the number of cases for which the children are in relative foster care (whether incoming, outgoing, or both).

To get a total number of children in relative placement:

- Count the number of children placed in each case

To remove the filter:

- Click on **Remove Filter** icon (a filter symbol alone) on the toolbar at the top of the screen.

3.12 Find the children who are placed in residential placements

This search is different from the previous search, because there are two types of residential placements, so a simple match on the field contents will not suffice. Furthermore, this search finds the records of the children place in residential placements, but does not give a total number.

- Go to Case Data screen.
- Click on "Placement Type" field.
- Click on **binoculars** icon on secondary tool bar (not binoculars located on right side of Case Data screen), or use **Ctrl F**. Type in *Residential* in "Find what" field. Select *Any part of field* in "Match" field. Click **Find First**. To proceed from case to case, click **Find Next**. Click **Close** to end process.

3.13 Duplicate a case

An ICPC office might receive a requests for multiple home studies for the same case. To avoid typing in the same data for each placement request, the user can enter the case once and duplicate the case data automatically.

- Go to Case Data screen.
- Click **Copy Case as New Record** icon.
- Click **Yes** on message that appears.
- Enter new number in "Case #" field, then make changes in other fields as needed.

NOTE: Sibling data are not copied when a case is duplicated.

3.14 Print a screen

- Go to the desired screen.
- Press the keyboard button labeled Print Screen.
- Open a blank page in a word processor or slide presentation application.
- Click the **Paste** button, and the screen image will be inserted onto the blank page.

3.15 Find out how many cases are in the system

- Go to ICPC Case Types screen.
- Click on **All Cases**.
- The number of case records will appear at bottom left of screen.

3.16 Find out how many open cases there are

- Go to ICPC Case Types screen.
- Click on **Active Cases**.
- Numbers of open cases will appear at bottom left of screen.

3.17 Find out how many closed cases there are

- Go to ICPC Case Types screen.
- Click on **Closed Cases**.
- Numbers of closed cases will appear at bottom left of screen.

3.18 View how many incoming and outgoing cases are open

- Go to the ICPC Case Types screen.
- Click on **Active Cases**.
- Click on **Filter by Selection** icon (a filter symbol with a lightning bolt) on the toolbar at the top of the screen.
- Look at the Incoming checkbox and select incoming (checkmark) or outgoing (blank).
Note: when the checkbox is gray, the filter ignores the checkbox and includes both incoming and outgoing.
- Click on **Filter** icon (a plain filter symbol) on the toolbar at the top of the screen.

The number of incoming or outgoing cases will appear at bottom left of screen.

To get a total number of children incoming or outgoing:

- Count the number of children placed in each case

To remove the filter:

- Click on **Remove Filter** icon (a filter symbol alone) on the toolbar at the top of the screen.

3.19 Log mail

- Go to Case Data screen.
- Click on **View Incoming Mail** icon.
- Make selections from dropdown boxes.
(Note: System enters today's date, but date can be changed by user.)
- **Close** icon is located along lower left border of window.
(Note: Do not log in Initial Referral)

NOTE: When a 100-A with a home evaluation is returned, the user should log both the 100-A and the home evaluation as two separate entries in the mail log. The date stamp that shows the date the home evaluation was received in the ICPC office is the date the user should record in the mail log as the receive date for the home evaluation. This somewhat double entry ensures that the home evaluation is checked off in the ICPC Request Log and that the return of the 100-A is properly counted in the 100-D report for an outgoing case.

3.20 Delete a case record

NOTE: The case must be saved before it can be deleted . A case is saved simply by moving to a different case using the arrows at the bottom of the screen.

- Go to the Case Data screen for the case.
- Click the **Delete Case** command button on the screen. A pop-up menu asks the user to verify that the user really intends to delete and not simply close the case. If the user proceeds with the deletion command, then the case and all associated data are deleted, including siblings, transmittals, and records of ICPC requests.

NOTE: A sibling record can be deleted by clicking on the same **Delete Record** symbol located at the right of the row with the sibling's information in the table at the bottom of the screen.

3.21 Find all children placed in a specific State

- Go to the ICPC Case Types screen.
- Click on **Active Cases**.
- Click on **Filter by Form** icon (a filter symbol with a square behind it) on the toolbar at the top of the screen.
- Put the cursor in the Receiving Agency (R AG) field and select the appropriate State ICPC office from the dropdown list.
- Put the cursor in the Placement Date (PLACE DT) field and select Is not null from the dropdown list.
- Look at the Incoming checkbox and select outgoing (blank checkbox).
Note: a checkmark would filter for incoming only, and a gray mark in the box would report both incoming and outgoing.
- Make sure all other fields are blank (so they do not serve as additional filtering criteria).
- Click on **Filter** icon (a plain filter symbol) on the toolbar at the top of the screen.

The screen displays at the bottom the number of cases for which outgoing children are placed in the selected State.

To find how many children are in placements in the selected State:

- Count the number of children placed in each case

To remove the filter:

- Click on **Remove Filter** icon (a filter symbol alone) on the toolbar at the top of the screen.

3.22 Print transmittals on your own State's letterhead

One way is to load letterhead paper into your printer before printing a transmittal.

Another way is to open each of the reports in design view and add your company information to the report. You would need to have someone who knows how to use Microsoft s Access do this for you.

3.23 Find a case that has been accidentally renumbered

You can search for the last name on the case by following the instructions in Section 3.7 of the Users Guide.

3.24 Correct the database when you think that you entered a case twice

You can delete one of the cases by following the instructions in Section 3.20 of the Users Guide: Delete a case record.

The system does not allow two cases to have the same case number, even if more than one person is using the system. So, if a case has been entered twice, it appears to the system as if it were two different cases, with different case numbers.

Helpful hint from an experienced ICPC user: When adding cases to the data base it is useful to put a label, with the number of the case, on the front of the paper file. This way you will know the case has been entered and you will be able to go directly to the file number without having to search for it in the case documentation.

3.25 Determine which child should be the primary child on a case

Each State has its own way of filing cases. Some States file by date of birth, others by alphabetical order of one child s last name, and still others by an assigned number. Whatever system you are using now is the system you should continue to use with the database. This will allow you to continue to file the same way you have always filed.

3.26 Record placement decision if one of the children is denied and the others are approved

The system lets you record a different decision for each child on a case. Thus, you can record that information on the same Case Data screen.

Note that the system only lets you input one placement location for a case. To specify that a child is placed at a location other than the one where the primary child (case name) is placed, you would need to enter that information in the notes field or create a separate case for any child not at the primary child s location.

3.27 Close a case for the primary child when a sibling's case remains open

Basically, you will need to create a separate case record for the sibling whose case remains open.

1. Make a copy of the record using the **Copy Case as New Record** command button on the Case Data screen. Consider giving the new case a number that will show there was another record associated with this case. (If the child case you are closing is #675, the new case number you assign might be #675B).

2. Go back to the original record of the child case you want to close.
3. Delete all the siblings from the case using the **Delete** command button at the end of the sibling row. (You may have to scroll over to see the **Delete** button for the siblings.)
4. Close the case.
5. Go to the new case you created. (#675B)
6. Enter the siblings under this new case number, eliminating the child that was closed.

This method will not change the number of child cases you have and the closure will still be reflected on your statistics accurately.

3.28 View names of command buttons (icons) on case screen

In the Access 2000 version of the database system, the names of the nine command buttons on the Case Data screen are not automatically displayed when the cursor is positioned over them. To show the name of a command button:

- Place the cursor over the command button
- Right click on the mouse

The name of the button is displayed at the bottom left of the screen in the Status Bar.

3.29 Create adoption case from initial placement case

The user can create a new case that is a copy of an existing case by hitting the **Copy Case as New Record** command button on the Case Data screen. The user need only modify the case number for the new case. If the new case is to be a new adoption case for a placement case, the user might wish to take the following steps with the duplicate case:

- Modify the case number, perhaps by adding an alphabetic suffix to the previous case number
- Put in a new Receive Date and Send Date on the Case Data screen (that puts the statistics into the reporting period for the adoption case to appear on the 100-C/D)
- Leave the Placement Date as on the previous case
- Blank the screen fields for Decision and Decision Date
- Blank the Last Correspondence Date (the system will fill in a new date when the transmittal is generated)
- Keep Last Progress Report Date as on the previous case (so the system does not generate any messages that the progress report is overdue just because the date field is blank)

NOTE: Siblings are not copied automatically, so the user needs to add siblings to the sibling table if they are also on the adoption case.